

**DELAWARE DEPARTMENT OF JUSTICE**

**Job Opening**

**Opening Date: August 23, 2017**

**Closing date: September 1, 2017**

**Special Investigator**

**Fraud & Consumer Protection Division, Consumer Protection Unit  
Kent County**

**Job Responsibilities and Duties:**

Incumbent will conduct investigations which include suspect interviews, witness interviews, assisting Deputy Attorneys General in the presentation of cases to State and Federal Courts. Will prepare and submit timely reports of investigations, which summarize results of Consumer Protection investigations as well as quarterly case progress reports. Will maintain professional liaisons and strong lines of communications and coordination with all law enforcement and regulatory agencies in the State, which record, investigate or review allegations of Consumer Fraud. Will provide Court testimony for State and Federal Courts as needed. Will identify training opportunities and training needs for Consumer Investigators, law enforcement, community groups, etc. Will assist with Consumer Protection Unit community outreach programs. Will maintain an effective level of communication and coordination with all other Consumer Special Investigators and Prosecutors. Will maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, Firearms and other areas of expertise, as necessary. Will conduct an effective level of case management including timely reports, case reviews with the Unit's Prosecutors and Chief Investigator and case closures. Will travel statewide when necessary.

**Minimum Qualifications:**

1. Substantial experience as a Law Enforcement Officer.
2. Ability to work independently or in a team to investigate complex and difficult cases.
3. Ability to prepare comprehensive investigative reports for review by a Deputy Attorney General for civil and criminal complaints.
4. Ability to qualify and carry a weapon.
5. Strong written and verbal communication skills.
6. Current Council on Police Training (COPT) Certificate or recent COPT certification.
7. Familiarity with Microsoft Office (Word, Excel, PowerPoint), DELJIS, NCIC, and LEISS.
8. Possession of a valid driver's license.
9. Willingness to travel and attend various training opportunities as needed.

**Desired:**

Spoken and written fluency in Spanish.

**Internal applicants: Please send an updated Resume or summary of work experience to the Director of Human Resources.**

**External applicants: Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6<sup>th</sup> Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to 302-577-5866. EOE.**